

Subject: Confirmation: On-Site Interview with [Company Name] - [Candidate Name]

Dear [Candidate Name],

We are pleased to invite you for an on-site interview for the [Job Title] position. We look forward to meeting you in person and discussing your potential fit with our team.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address]
- **Host/Main Contact:** [Name of Interviewer/Coordinator]

Travel and Accommodation Arrangements:

As discussed, [Company Name] has organized the following travel arrangements for you:

- **Flight/Train:** [Carrier and Flight Number/Train Details] departing from [Origin] at [Time].
- **Hotel:** [Hotel Name], located at [Hotel Address]. A reservation has been made in your name for the night(s) of [Dates].
- **Ground Transportation:** [Details regarding airport pickup, rideshare vouchers, or parking instructions].

Expenses:

[Insert policy: e.g., Please keep all receipts for meals and incidental travel expenses for reimbursement, or The company will provide a per diem of \$XX per day].

Interview Schedule:

Attached is a copy of your interview itinerary, which includes the names and titles of the individuals you will be meeting with.

What to Bring:

- A valid form of photo identification for building security.
- [Number] copies of your updated resume.
- [Optional: Portfolio/Work samples].

If you have any questions or if your travel plans change, please contact me directly at [Phone Number] or [Email Address].

Safe travels, and we look forward to seeing you soon.

Best regards,

[Your Name]

[Your Title]

[Company Name]